**THE GLENN L. MARTIN MARYLAND AVIATION MUSEUM**

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| **Job Description** | **Archives Assistant**  |

1. Supervisor : Archivist, Curator

2. Work location: Hangar 5, Archives

 Occasional work in Lockheed Martin C Basement storage areas

3. Responsibilities & Duties:

* Library and shelving work
* Cataloging articles, photos, historic papers, etc.
* Processing incoming collections
* Database entry
* Scanning documents and photos
* Processing engineering prints
* Cleaning or preserving artifacts

4. Qualifications:

* General knowledge of aviation/history is a plus, but not required
* Previous archive experience is a plus, but not required
* Basic computer skills are a plus, but not required
* Interest in aviation and/or history
* Willingness to treat historic items with care and respect

5. Commitment Expected:

* *At least one Wednesday every other month 10:00 a.m. – 4:00 p.m.*
* *A minimum of two hours is required.*
* Wednesdays between 10:00 a.m. and 3:00 p.m.
* Other occasions as may be necessary for special projects

6. Training Provided:

* Will train on the specific duties in this department

7. Benefits:

* Opportunity to share skills, experience, and knowledge
* Up-close, behind-the-scenes view of the museum’s collection
* Sense of satisfaction of making a major contribution to the museum and the community
* New skills
* New friends
* Have fun

8. Other: